



**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**
9150 EAST IMPERIAL HIGHWAY, DOWNEY, CALIFORNIA 90242
(562) 940-2501
<http://probation.co.la.ca.us>



ROBERT B. TAYLOR
CHIEF PROBATION OFFICER

December 7, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF A CONTRACT WITH SUSAN SAXE-CLIFFORD
TO PROVIDE PROFESSIONAL PSYCHOLOGICAL SCREENING
AND EVALUATION OF PROBATION APPLICANTS AND EMPLOYEES**

(3 VOTES, ALL SUPERVISORIAL DISTRICTS)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chair to sign the attached contract with Susan Saxe-Clifford, Ph.D., a professional corporation, for psychological screening, assessment and evaluation of Probation applicants and employees, in an amount not to exceed \$400,000 for a 12-month period effective February 11, 2007 through February 10, 2008, with an option to renew for four additional one-year periods. The cost of the contract will be financed using 100% net County cost (NCC). Sufficient funding is included in the FY 2006-07 Adopted Budget.
2. Delegate authority to the Chief Probation Officer to execute modifications to the contract not exceeding a 10 percent increase of the total contract cost and/or a 180-day extension of the period of performance pursuant to the terms contained therein, upon approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

The purpose of the recommended actions is to obtain Board approval of a contract with Susan Saxe-Clifford, Ph.D., a professional corporation (Dr. Saxe-Clifford), for professional psychological screening, assessment and evaluation of Probation applicants and employees on an as-needed basis. This contract will commence on February 11, 2007, following approval by your board.

The Probation Department requires a professional and highly skilled contractor with proven expertise in psychological services to screen, assess, and evaluate Probation applicants and employees, and provide unbiased results in a timely manner. The contractor must possess a current license in the State of California as a psychologist, have extensive knowledge of the California State Board of Corrections guidelines and standards for Peace Officers, and have previous experience working with law enforcement agencies. The contractor must also be familiar with the specific tasks, standards and training procedures for Probation staff, as well as legislative requirements for justice agencies.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the Countywide Strategic Plan's Goal #2: Workforce Excellence - Enhance the quality and productivity of the County workforce.

FINANCIAL IMPACT/FINANCING

The annual cost of the proposed contract is estimated at \$400,000 fully funded by NCC. Funding for this contract is included in the FY 2006-07 Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The scope of work for the contract includes providing psychological screening, assessment, and evaluation of Probation applicants and employees. The contractor will be responsible for providing services to a maximum of 50 Probation applicants and employees per week, on an as-needed basis. The proposed contract is for a period to begin February 11, 2007 through February 10, 2008. The contract term may be extended up to four additional 12-month periods upon approval as to form by County Counsel.

Probation will not request the contractor to perform services that exceed the Board approved contract amount, scope of work, or contract dates.

In accordance with the Chief Administrative Office memorandum dated October 6, 1997, this contract contains County requirements regarding the hiring of participants in the GAIN program.

In accordance with the Auditor-Controller memorandum dated March 2, 2000, this contract contains County requirements regarding contractor non-responsibility and debarment.

This contract is not subject to Proposition A (County Code – Chapter 2.121 et. seq.) There are no departmental employee relations issues and it will not result in a reduction of County services.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contract.

CONTRACTING PROCESS:

The current contract for this service expires February 10, 2007. The service was solicited in order to ensure its continued availability. To solicit for the required services, a comprehensive Request for Proposals (RFP) process was conducted. Through the solicitation and negotiation process, approximately 143 letters were sent to service providers. Advertisements were placed in the Los Angeles Times, Lynwood Journal and Compton Bulletin; and the Internal Services and California Psychological Association web sites. As a result, six providers requested copies of the RFP, one proposer attended the mandatory bidder's conference, and one proposal was received.

Dr. Saxe-Clifford submitted the only proposal which was first reviewed using an initial screening "pass/fail" process to determine if it met the minimum requirements. The initial screening was consistent with the Selection Process and Evaluation Criteria set forth in the RFP. The proposal was objectively evaluated by an Evaluation Committee made up of Probation staff. The proposal was evaluated on the strengths and weaknesses of critical categories to the service to be provided and consistent with the factors identified in the RFP.

Dr. Saxe-Clifford is being recommended for contract award because her proposal demonstrated an approach to providing required services that exceeded the RFP requirements with a good quality control plan.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended action will enable the Probation Department to continue the current level of services.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisors, forward an executed contract to Dr. Susan Saxe-Clifford; and, one copy of the adopted, stamped Board letter and contract to the Probation Department.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Robert B. Taylor".

ROBERT B. TAYLOR
Chief Probation Officer

RT:td

Attachments: 2

C: Executive Officer, Board of Supervisors
Chief Administrative Officer
County Counsel